

# General Order

## Houston Police Department



ISSUE DATE:

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NO.

100-05

**REFERENCE:** Supersedes all prior conflicting Circulars and Directives, and General Order 100-05, dated February 24, 2006

### SUBJECT: ORGANIZATIONAL STRUCTURE

#### POLICY

The Department through a chain of command is organized into a structure of various commands, offices, divisions, units, and details designed to provide services to the citizens of Houston in accordance with the Department's mission, values, ethics, and guiding principles. *The Organization of the Houston Police Department* chart is available on the Houston Police Department's Intranet Portal, and the basic functions of each major department component are described in the following sections.

This General Order applies to all employees.

#### 1 OFFICE OF THE CHIEF OF POLICE

The Office of the Chief of Police is responsible for the administration and management of the entire police organization. The authority of this office encompasses the Chief's staff and those special units requiring the Chief's direct and immediate supervision. The components of this office are as follows:

**Chief of Staff.** This office is responsible for the overall management of the Office of the Chief of Police, including coordinating and facilitating directives, needs assessments, and requests from entities both within and outside the Police Department. This includes, but is not limited to, the Houston Police Department's Command Staff, Office of the Mayor and Houston's City Council, other City departments, outside agencies, and citizens.

**Legal Services.** This office provides legal assistance to the Chief of Police by carrying out legal research and reviews, by developing

legal briefs and other documents, and by serving as the Police Department's liaison with the city's Legal Department.

**Office of Budget and Finance.** This office is responsible for developing, administering, monitoring, and disbursing budgeted funds, and overseeing the Grants Section.

**Public Affairs.** This office oversees the operations of the following units: Media Relations, Open Records, Multimedia, Community Services, Community Outreach, and Crime Prevention Through Environmental Design.

#### 2 STRATEGIC OPERATIONS

Strategic Operations oversees the operations of the following commands and divisions:

**Homeland Security Command.** This command oversees the operations of the following divisions:

**Air Support Division.** This division manages the department's aerial resources while supporting the ground based personnel with pursuits, searches, and high priority life threatening incidents. The division monitors critical infrastructure, performs surveillance, and SWAT deployment and rescues with appropriate approval. When needed the division provides aerial observation via video downlink for all types of events and incidents.

**Airport Division.** This division is responsible for patrol functions for Bush Intercontinental Airport (District 21) and Hobby Airport and Ellington Airport (District 23). The division also works cooperatively with the Houston Airport System and federal partners

such as the Transportation Security Administration and others to ensure public safety and homeland security. Additionally, the division has a K-9 Explosives Detection Unit to assist in its mission of deterring, detecting, and appropriately responding to threats to aviation security.

**Criminal Intelligence Division (CID).** This division is responsible for gathering intelligence information related to terroristic threats and investigating terrorist activities, public disorders, activities of major criminals, and organized crime. CID works closely with foreign consulate representatives, coordinates visits by dignitaries, and maintains a database on continuing criminal activity.

This division is also responsible for developing, reviewing, and revising homeland security policies and procedures for the department, and serving as liaison with the Mayor's Office of Public Safety and Homeland Security. This division also serves as the department's homeland security representative and coordinates with local, state, and federal agencies in determining the department's operational response to homeland security issues.

**Special Operations Division (SO).** This division polices the Central Business District and oversees the Mounted Patrol Unit, the Special Response Group (SRG), and the Bicycle Administration and Training Unit (BA-TU). Special Operations coordinates all major special events, monitors protests and labor disputes, provides uniformed security for dignitaries, and provides security during disasters.

**Tactical Operations Division.** This division oversees functions of the Special Weapons and Tactics (SWAT) Detail, Patrol Canine Detail, Marine Unit, Bomb Squad, and Hostage Negotiation Team (HNT).

**Professional Standards Command.** This command oversees the operations of the following divisions:

**Inspections Division.** This division conducts in-depth examinations of functions, programs, or components of the department as directed by the Chief of Police, by law, or by policy. Audits are conducted outside the normal chain of command to ensure an objective review of agency procedures and activities. This division also coordinates and promulgates policy through written directives such as the General Orders and Standard Operating Procedures. Inspections Division also oversees the Court Liaison Unit, the Extra Employment Unit, and the Drug Testing Unit.

**Internal Affairs Division/Central Intake Office (CIO).** This office investigates complaints against employees regarding misconduct, criminal activity, and the discharging of firearms. This office initiates proactive investigations involving misconduct by employees.

**Psychological Services.** This division provides psychological screening, counseling, and evaluation services to all employees and their families. This division also conducts psychological screening and evaluation during the recruiting process.

**Training Division.** This division develops and provides training for classified and civilian personnel of the department. This division consists of the following units: Administration, Certification, Cadet Training, the Field Training Administration Office, In-Service Training, Firearms Training/Qualification Range, Defensive Tactics, and Drivers Training.

### 3 INVESTIGATIVE OPERATIONS

Investigative Operations oversees the operations of the following commands and divisions:

**Special Investigations Command.** This command is responsible for overseeing the following divisions:

**Auto Theft Division.** This division investigates thefts of and from motor vehicles, burglary of motor vehicles, identity theft and document fraud related to motor vehicles. In addition it investigates port activities related to the illegal transport of motor vehicles and motor vehicle parts and investigates criminal activities related to parts and salvage yards. The Auto Theft Division works proactively to dismantle auto theft rings. It assists federal agencies with investigation and prosecution of auto theft activities. The division also maintains the departmental Bait Vehicle Program. The division performs BMV and motor vehicle theft prevention public service seminars.

**Gang Division.** This division coordinates the collection and dissemination of intelligence about criminal street gangs. This division has the final authority over the department's efforts against criminal street gangs. This authority includes oversight and direction of policy adherence and administrative procedures (e.g., standardization of forms, computer programs, statistical reporting, street gang offense reporting, and compliance with media relations policies).

**Major Offenders Division.** This division investigates cargo thefts, fencing operations, swindles, police impersonations, environmental crimes, and animal and livestock thefts. This division also investigates career criminals, and arrests or processes parole violators along with other wanted fugitives. The multiagency task force unit of the division assists federal agencies with the investigation and subsequent prosecution of violent offenders and with the disruption of their respective criminal enterprises.

**Narcotics Division.** The Narcotics Division is a functional component of the Special Investigations Command, charged with the suppression of illegal possession, manufacture and distribution of controlled substances and conducts all levels of narcotics investigations. Additionally, the division responds to citizen complaints regarding nar-

cotics activity and supports other departmental personnel and outside agencies in related investigations.

**Vehicular Crimes Division.** This division investigates fatal and catastrophic crashes, crashes on the freeways, HPD and Houston Fire Department (HFD) fleet crashes, and Failure to Stop and Give Information (FSGI) and Failure to Stop and Render Aide (FSRA) crashes. This division also mitigates freeway mobility issues during peak travel times.

The Hit and Run Investigations Unit conducts on-scene and follow-up investigations of FSRA crashes and conducts follow-up investigations on FSGI crashes.

The Auto Dealers Unit is responsible for the licensing, permitting, and regulating of the automotive and wrecker industries as well as conducting auctions of abandoned vehicles subject to non-consent towing laws.

**Vice Division.** This division enforces laws and ordinances related to prostitution, gambling, organized crime, human trafficking, obscenity, and alcoholic beverages and sexually oriented businesses.

**Criminal Investigations Command.** This command oversees the operations of the following divisions:

**Burglary and Theft Division.** This division does follow-up investigations for burglary, theft, criminal mischief, criminal trespass, found property, and burglary of coin-operated machine cases. This division also handles forgeries, credit and debit card abuse cases, counterfeit bills, identity theft, and other financial crimes. This division is also responsible for the Pawn, Alarm, Property, and Metal Theft details.

**Homicide Division.** This division conducts on-scene and follow-up investigations of homicides, murders for hire, kidnappings, and officer-involved shootings,

and conducts follow-up investigations of assault cases. This division also has primary responsibility in incidents of weapons of mass destruction.

***Investigative First Responder Division (IFR).*** This division conducts on-scene and follow-up investigations on Part I Crimes such as assaults, auto thefts, burglaries, thefts, and robberies. IFR Division also performs patrol functions that include responding to Part I calls for service.

***Juvenile Division.*** This division investigates offenses committed by or against juveniles. This division is also responsible for taking, investigating, and clearing reports of missing children, juveniles, and adults. Juvenile Division is also responsible for Sex Offender Registration.

***Robbery Division.*** This division conducts follow-up investigations involving aggravated robbery, robbery, theft from person, and extortion. This division also provides forensic art services for any HPD investigations and for area law enforcement agencies when needed.

***Special Crimes Division.*** This division conducts follow-up investigations involving violent crimes against families and sex crimes against adults. This division is comprised of the Family Violence and Sex Crimes units.

#### 4 **FIELD OPERATIONS**

Field Operations oversees the operations of the following commands and divisions:

**North Central Patrol Command.** This command oversees the patrol operations of the Central (Districts 1 and 2), North (Districts 3 and 6), and Northwest (Districts 4 and 5) Divisions, and Night Command Division.

***Night Command Division.*** Personnel assigned to the Night Command Division represent the command staff during non-traditional duty hours and are available to provide supervisory overview and guidance for critical crime scenes, incidents, and events as needed during night shift.

**North Patrol Command.** This command oversees the patrol operations of the Kingwood (District 24), Northeast (Districts 7, 8, and 9), and Traffic Enforcement Divisions.

***Traffic Enforcement Division.*** This division oversees the operations of the Traffic Enforcement Unit, DWI Task Force, Truck Enforcement Unit, Solo Motorcycle Detail, Mobility Response Team, and Highway Interdiction Unit.

**East Patrol Command.** This command oversees the patrol operations of the Clear Lake (District 12), Eastside (District 11), South Central (District 10), Southeast (Districts 13 and 14) Divisions.

**West Patrol Command.** This command oversees the patrol operations of the Midwest (District 18), South Gessner (District 17), Southwest (Districts 15 and 16), and Westside (Districts 19 and 20) Divisions.

#### 5 **SUPPORT OPERATIONS**

Support Operations oversees the operations of the following commands and divisions:

***Technology Services.*** This office manages the planning and operation of the department's computer software and hardware systems. This office also operates the department's records management systems. As such, Technology Services serves as a liaison to the Texas Crime Information Center and the Southeast Texas Crime Information Center.

**Staff Services Command.** This command oversees the operations of the following divisions:

***Crime Analysis and Command Center Division.*** The Crime Analysis Unit provides support to patrol and investigative personnel via the analysis of available information and assists in solving crime and non-crime problems. The Command Center Unit (CCU) coordinates the assignment of personnel and equipment at the scene of emergencies and ensures appropriate notifications are made in all cases. CCU is the information gathering and disseminating unit for a wide variety of matters and incidents, including planned, spontaneous, and ongoing situations. The Operations Unit is responsible for the security of 1200 Travis, as well as parking at the Headquarters, and electronic access (by employee ID Card scanning) at all HPD facilities.

***Emergency Communications Division (ECD).*** This division is located in the Houston Emergency Center (HEC) along with Houston Fire Department dispatchers, the HEC call takers, Fusion Center, and Emergency Operations Center (EOC) personnel. ECD provides police dispatching services to officers in the field, and through its Alternative Response Unit (ARU) provides differential police response strategies to free up field resources for higher priority calls and crime reduction strategies. ECD provides general and specialized training in the various tasks related to the division's function.

***Employee Services Division.*** This division oversees hiring, promoting, and transferring of employees. This division also facilitates with the separation of employees from the department. The division is also responsible for employee relation services such as the Honor Guard, Family Assistance, and the Police Chaplain. This division is also responsible for facilitating with employee health benefits and life insurance, maintaining the department's personnel files, overseeing honorable identification cards,

handgun certifications, phase down, bilingual applications, Metro Q-card applications, and notary requests. This division is also responsible for electronic processing of personnel actions (e.g. job title changes, transfers, salary changes, suspensions, evaluations) and maintaining organizational management with SAP.

***Jail Division.*** This division maintains the custody, security, and welfare of prisoners and maintains operational oversight of all city jails and police lockup facilities.

***Planning.*** This office serves as the primary research and planning entity for major projects and studies to improve departmental operations; conducts product testing; provides logistical functions during department-wide mobilizations; maintains beat and policing boundaries; and develops and produces reports on the performance of various aspects of departmental operations. This office serves as the department's lead in coordinating the sharing of policy and procedure information with law enforcement agencies, as well as coordinating the department's participation in nationwide law enforcement studies. Additionally, this office coordinates and administers interagency agreements on behalf of the department. This office also develops strategic foresight and strategies to accomplish the long-range goals and objectives of the department.

Planning also oversees Uniform Supply which maintains an adequate stock of police uniforms and accessories to support department personnel. This division also operates the department's mailroom, office supplies center, and print shop.

***Records Division.*** This division supports the patrol and investigative divisions. Records also provides services to the general public, department personnel, other criminal justice agencies and courts by providing police reports or other documents.

This division is responsible for the monthly Uniform Crime Report, which reflects specific data on Part I crimes committed throughout the city of Houston, ensures that serialized stolen/recovered property information is entered into the state and national computers for retrieval by any law enforcement agency and enters and performs quality control of towed/repossessed vehicles. This division also maintains hard copies of all police generated reports received by the division, acts as the custodian of police records, and assists all department personnel upon request.

**Forensic Services Command.** This command oversees the operations of the following divisions:

**Crime Lab Division.** This division conducts laboratory analyses of evidence including, but not limited to, biology/DNA/trace, controlled substances, firearms, and toxicology for criminal investigations and court proceedings.

**Identification Division.** This division provides support to the department and other law enforcement entities through tasks associated with the Automated Fingerprint Identification System (AFIS), Audio/Video, Crime Scene Unit, Digital Forensics Laboratory, Latent Laboratory, Photo Laboratory, and the Polygraph Unit. Additionally, the division is entrusted with the entry, storage and retrieval of criminal history records and provides services to citizens including, but not limited to, applicant processing, court ordered expunctions, police clearance letters, and public fingerprinting.

**Property Division.** This division is responsible for the storage and retrieval of evidence and found property. The division is also responsible for coordinating the disposal of salvage/surplus city property throughout the department.



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